



**City of Hermosa Beach**  
 1315 Valley Drive, Hermosa Beach, CA 90254  
 310.318-0203 - Fax 310.372-6186  
 Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



Received By: cc  
 Referred To: Com Dev  
 Date Referred: 2-26-18

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Zeke Jackson,</u>	Email: <u>data.ce@properant.com</u>
Address: <u>(Properant LLC)</u>	Phone: <u>n/a</u>
City:	Fax:

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

Action Requested:

☐ Review Only

☐ Copies Requested

Action Taken:

☐ Document Reviewed

☐ Copies Provided

☐ Refusal/Reason \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

☐ Non-Existent Document

☐ Other (Please Explain) \_\_\_\_\_

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_ Notified By: \_\_\_\_\_ Date Picked Up or Mailed \_\_\_\_\_

**Lizanne Castillo**

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**From:** City Clerk  
**Sent:** Thursday, February 22, 2018 4:20 PM  
**To:** Records Request  
**Subject:** FW: Public Information Act Request

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**From:** Properant LLC [<mailto:data.ce=properant.com@mail203.atl81.rsgsv.net>] **On Behalf Of** Properant LLC  
**Sent:** Thursday, February 22, 2018 4:00 PM  
**To:** Bob Rollins  
**Subject:** Public Information Act Request

[View this email in your browser](#)

## Public Information Act Request

February 18, 2018

Respected Official,

I am an analyst at Properant LLC. We are gathering data on Code Enforcement activity in California, and would like to initiate a public information act request.

We hereby request all code enforcement/neighborhood preservation notices of violation, fines, citations, and/or actions for the last 30 days. We also request any reports listing locational data for the subject properties that were the subject of a code enforcement investigation.

Please send the information to:

[data.ce@properant.com](mailto:data.ce@properant.com)

Thank you for your time and service,

Zeke Jackson  
Senior Analyst  
Properant LLC

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You are receiving this email to initiate a public information act request

**Our mailing address is:**

Properant LLC  
8450 82nd St  
Pleasant Prairie, WI 53158

**Add us to your address book**

Want to change how you receive these emails?

You can **update your preferences** or **unsubscribe from this list**.

